



## **Deputy Commissioner of Health for Mental Health Services**

[Draft Job Description – 4/1/04]

### **Primary Role:**

Provides executive leadership for the Mental Health Division of the Vermont Department of Health. This includes managerial, administrative and policy work involving the planning, direction and evaluation of Vermont's mental health services. This deputy position reports to and collaborates closely with the Commissioner of Health in recommending policies and actions that support the development and implementation of an integrated public health, substance abuse and recovery-based mental health system. Works closely with consumers and families, and with human service policy executives, educators, community mental health professionals and advocacy groups, to advance the mental health goals of Department of Health and the State of Vermont and, in conjunction with the Commissioner of Health, serves as advisor to policy makers on mental health issues.

### **Examples of Work Performed:**

- Plans, coordinates, directs and evaluates the mental health functions and services provided in adult, child, adolescent and family mental health, emergency services and the Vermont State Hospital.
- Leads the planning and development of policies and procedures that comply with required laws, statutes and funding sources and supports the efficient and cost effective delivery of services, within the resources available.
- Works closely with appropriate Health Department leaders and staff as well as service agency administrators and consumers and families in the design and implementation of mental health clinical, utilization and quality assurance programs.
- Serves as a member of the Health Department's Senior Leadership Team in setting departmental goals and objectives.
- Works closely with financial managers in the development and ongoing oversight of the mental health budget.
- Conducts on-going assessment of the mental health system of care, utilizing assessment data to guide the planning and implementation of strategies that ensure Vermonter's mental health needs are being adequately addressed.

- Works closely with business staff in developing service agency contract guidelines and program standards. Oversees the negotiations and awards of service agency contracts.
- Works with mental health leaders and staff in the establishment and operation of a complaint and grievance process.
- Directs, evaluates and manages the performance of mental health unit (program) chiefs.
- In collaboration with the Commissioner of Health, represents the department on mental health issues before legislative committees and to a wide variety of public and private groups and organizations.
- Coordinates mental health programs and services with related programs within the Vermont Human Services Agency and in other departments and agencies with a goal towards a coordinated, recovery-based mental health system.
- Serves as principle advisor to Commissioner of Health and other key policy makers on mental health issues, and leads in development of community and professional consensus to move initiatives forward.
- Develops, organizes and leads the implementation of short-term and long-term goals for the provision of mental health services
- Provides necessary support and leadership for all mental health staff to bring about the changes to policies, procedures and practices that support the goals and objectives of the recent family- and consumer-informed reorganization of the Vermont Department of Health and the Vermont Agency of Human Services.

#### **Education and Experience Requirements:**

- Education: Graduate degree in medicine, psychology, social work, nursing, public administration or a closely related field.
- Experience: At least 5 years of progressively responsible experience in the management and administration of a comprehensive, community-based mental health system, or equivalent experience.

#### **Required Skills/Knowledge:**

- Considerable knowledge of principles, methods, procedures and practices of community mental health, mental health facilities and the scope of services rendered, and of community resources and how to use them effectively.
- Considerable knowledge of the principles and practices of public or business administration.

- Considerable knowledge of federal programs and requirements related to mental health services.
- Ability to develop and implement effective systems for the collection and evaluation of mental health data for use in program planning and establishing and modifying goals and objectives as well as policies and programs.
- Ability to develop and utilize assessment tools in determining performance level of mental health programs and services.
- Ability to work effectively with consumers and families, with community groups, and with other professionals.
- Ability to build consensus amongst those with a wide range of agendas and opinions.
- Ability to provide effective, professional leadership.
- Ability to evaluate program performance in relation to objectives and needs.
- Ability to function as an effective advocate for program needs, objectives and clients.
- Ability to communicate effectively both orally and in writing.